



General Fund Enterprise Business System (GFEBS)

Supplier Self-Services (SUS) Vendor for ~~Variable Based~~ Contracts

Last Updated 8/4/16



**ASA
(FMS/C)**



What is Supplier Self-Services (SUS)?

- **SUS is a Vendor Portal**
 - **Maintains WAWF as the single face to industry for DoD invoicing**
 - User ID management and secure provisioning by CAGE remains in WAWF
 - Seamlessly logs vendor into SUS based on assigned Pay Office
 - “One-Stop” interface developed by WAWF
 - Summary data updated in WAWF for a consolidated view for all of DoD
 - **Utilizes standard GFEBS functionality**
 - Improves Army end-to-end visibility and auditability
 - **Defaults GFEBS PO obligation data to the vendor**
 - Pre-populates vendor invoice data with pre-validated GFEBS data
 - o Allows for identification of errors early in the process
 - Vendors to validate PO accurately reflects contract terms immediately after award
 - o Vendor input restricted to prevent conflict with contract
 - I.e. can input Quantity, but cannot change fields like Unit of Measure or Unit Price
 - Provides vendor integrated, real time visibility of open amount and invoice processing status
 - Prevents delay in acceptance posting in GFEBS
 - Eliminates manual intervention to improve auditability
 - Reduces interest penalties

3 Main Steps for Vendor to Submit SUS Invoice for Goods (or Quantity based)

The screenshot shows the SAP Supplier Self-Services interface with three main sections:

- Step 1: Process or Acknowledge award/change**
A screenshot of a purchase order screen. A red box highlights the "Process ASN" button. The message "Display ASN: 30000093" is shown above the "Goods Delivered to Recipient" section.
- Step 2: Create ASN for quantity shipped/delivered**
A screenshot of an ASN creation screen. A red box highlights the "Save" button. The message "Process ASN: 300000932" is shown above the "Communication and Collaboration" section.
- Step 3: Update invoice reference and send invoice**
A screenshot of an invoice update screen. A red box highlights the "Save" button. The message "Process ASN: 300000932" is shown above the "General Information" section.

1. Process or Acknowledge award/change

- Only for initial award or mod
- Must acknowledge (or reject) before

2. Create ASN for quantity shipped/delivered

- Select “Propose Quantity” to default open amount
- Enter quantity per CLIN

3. Update invoice reference and send invoice

- Reference must contain CAGE code
- CLIN quantity and amounts defaulted from ASN
- Accepted amount must match invoice for payment certification

Same screens for normal WAWF invoice entry and SUS

https://wawf.eb.mil/ PRD - 600 - SAP NetWeaver ... AKO Army Knowledge Online - sa... Wide Area Workflow eBus... 

File Edit View Favorites Tools Help

Page Safety Tools ?    

WideAreaWorkFlow

e-Business Suite 5.7.3

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WARNING!

Please DO NOT use the browser BACK BUTTON within the Wide Area Workflow eBusiness Suite applications, the use of the browser's BACK BUTTON is not supported within the Wide Area Workflow eBusiness Suite applications. Use of this button will cause the loss of data not yet saved to the server and will result in the applications not performing as intended. DO NOT use the backspace key in any uneditable field, as this will function as the back button, where they exist, use the PREVIOUS or CANCEL buttons to return to a previous page within the Wide Area Workflow eBusiness Suite applications. The security accreditation level of the applications are Unclassified FOUO and below, do not process, store, or transmit information classified above the accreditation level of this system.

Accept 1

Log into WAWF, the DoD single face to industry for submitting invoices, as normal



WideAreaWorkFlow

e-Business Suite 5.7.3

[Register](#)[Help/Training](#)

Certificate Login

[Certificate Login](#)

User ID Login

User ID

Password

②

[Forgot your User ID?](#) [Forgot your Password?](#)

System Messages

(2015-08-27 00:00:00) System: All Subject: WAWF Training Action Required! Critical! Message For: All Users
The WAWF training site is now available. Please now use the regular training site
<https://wawftraining.eb.mil>

(2015-07-17 00:00:00) System: All Subject: CORT Tool Message For: All Users
The Army migration to the CORT Tool has been delayed. The PMO will be deactivating the Army structure on 7/17/2015. Army CORT Tool users should delay their registration/request for access until after Oct 1, 2015. In the instance that immediate access is required prior to Oct 1, 2015 please call the WAWF Help Desk at 1 866 618-5988. Your contact information will be provided to the CORT PMO for consideration to approve access under OSD.

(2015-06-08 00:00:00) System: All Subject: WAWF eBusiness Suite Assistance Action Required! Message For: All Users
For assistance with the WAWF e-Business Suite, refer to 'Government Customer



Enter user ID and password
Management of allowed users remains with WAWF administrator

Sam

WideAreaWorkFlow

e-Business Suite 5.7.3

User · Security ·

User ID:

3



Information Requests
Accommodation Requests
Employee Transfers
Expense Reimbursement Requests



Electronic Document
Access

Welcome to Wide Area Work Flow e-Business Suite

System Messages

Select “iRAPT”

iRAPT (formerly WAWF)

User

Vendor Documentation

Lookup

Exit

Create Document

History Folder

Rejected Receiving Reports Folder

Rejected Invoices Folder

Correction Required Folder

Documentation Required Folder

Saved Documents Folder

Pure Edge Folder

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Welcome to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)!
This application was formerly known as Wide Area Workflow (WAWF).
Please start by selecting one of the links from the menu above.

Once in iRAPT, select “Vendor” and “Create Document”

Same

iRAPT (formerly WAWF)

User Vendor Documentation Lookup Exit

Vendor - Create Document

Contract Info

| | | | | | |
|--|---------------------------------------|--|---|---------------------------------------|---|
| CAGE Code / DUNS / DUNS+4 / Ext. * | Contractual? * | Contract Number Type | Contract Number * | Delivery Order | From Template? * |
| 1NEB0073T08422 / 5 | <input checked="" type="checkbox"/> Y | DoD Contract (FAR) 6 | W9124712P00 7 | <input checked="" type="checkbox"/> N | <input checked="" type="checkbox"/> 8 |

* = Required Fields

Pre-Populate Contract Number/Delivery Order

| | | | | |
|------------------------------|-----------------------------|---|---|---------------|
| Contract Number begins with: | Delivery Order begins with: | Issue/Submitted Date | Issue/Submitted Date End | Populate From |
| <input type="text"/> | <input type="text"/> | YYYY/MM/DD <input type="button" value="..."/> | YYYY/MM/DD <input type="button" value="..."/> | EDA iRAPT |

[#] Advanced Search Criteria for iRAPT

NOTE: You must either enter a Contract Number or select one from the search results

9

CAGE / DUNS number defaults from logon
Enter contract number type, contract number and delivery order Select “**Next**”

Same

iRAPT (formerly WAWF)

User Vendor Documentation Lookup Logout

Vendor - Create Document

Contract >> Pay DoAAC

INFO: The contract data can not be validated against the contract in DoD EDA. EDA may be down at this time.

| Contractual | Reference Procurement Identifier | Contract Number Type | Contract Number | Delivery Order | CAGE | DUNS | DUNS + 4 | Extension | Pay Official * |
|-------------|----------------------------------|----------------------|-----------------|----------------|-------|-----------|----------|-----------|----------------|
| Y | | DoD Contract (FAR) | W9124712P0091 | | 0L524 | 555905108 | | | HQ0678 |

* = Required Fields

DoD Contract
(FAR)

11

Next **Previous** **Reset** **Help**

Contracting awards (or modifies administratively) to the new SUS Pay Official = HQ0678 Pay Official HQ0678 directs user to GFEBS P2P for SUS invoice entry instead of WAWF Select "**Next**"

****NEW****

iRAPT (formerly WAWF)

User Vendor Documentation Lookup Logout

Vendor - Create Document

Contract >> Pay DoDAAc

| Contractual | Reference Procurement Identifier | Contract Number Type | Contract Number | Delivery Order | CAGE | DUNS | DUNS + 4 | Extension | Pay Official * |
|-------------|----------------------------------|----------------------|-----------------|----------------|-------|-----------|----------|-----------|----------------|
| Y | <input type="text"/> | DoD Contract (FAR) | W9124712P0091 | | 0L524 | 555905108 | | | HQ0678 |

* = Required Fields

The entered Pay DoDAAc (HQ0678) designates GFEBSP2P as the payment system. GFEBSP2P is part of the Department of Defense's Procure-to-Pay initiative.

Please click below to enter GFEBSP2P to create your document

[Open GFEBSP2P in new window](#) 12

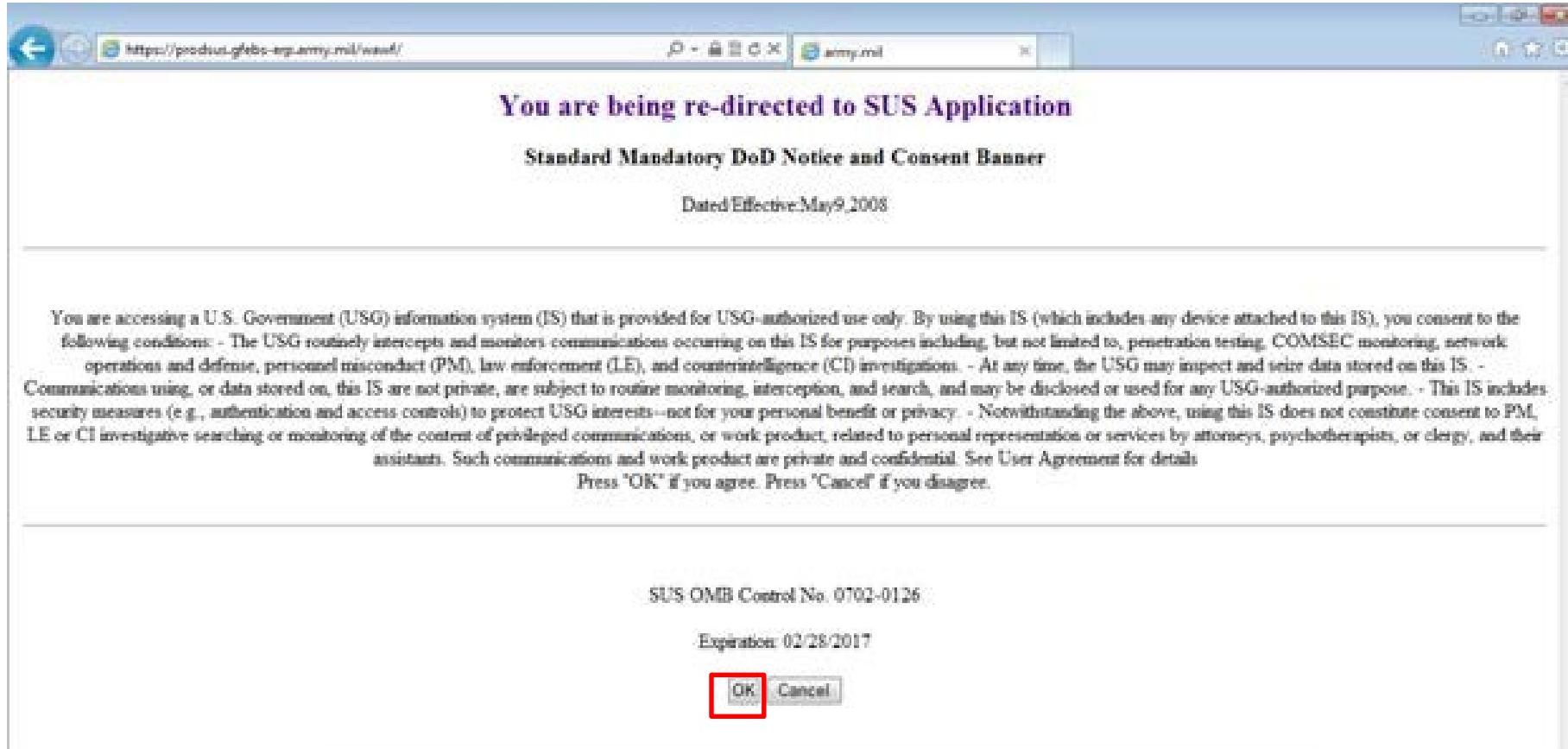
Select “**Open GFEBSP2P in new window**”

Red Message above given to identify pilot

NOTE: SUS is a component of the Army Procure-to-Pay (P2P) pilot

[Next](#) [Previous](#) [Reset](#) [Help](#)

NOTE: First logon will return an error message since sending logon information to SUS Please close error screen and re-try



Read notice and select “**OK**” to be directed to SUS

NOTE: First logon will return an error message since sending logon information to SUS Please close error screen and re-try from step #12

Contract number entered in WAWF will direct user to the associated SUS document or list

of POs tied to the contract, from which the correct Delivery Order can be selected.
PO data is replicated from GFEBS for use to confirm service performed & invoice

The screenshot shows the SAP Supplier Self-Services interface. At the top, a navigation bar includes links for Home, Find Supplier, Log On, and SAP logo. Below it, a breadcrumb trail shows: Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order. A purchase order number 4550000601 is displayed. A red box highlights the "Process" button in the toolbar. The main content area has tabs for General Information, Item Overview, and Partner Information. Under General Information, there's a "Basic Data" section with fields for Purchase Order ID (4550000601), Number (100000), Name (W37HE), Date (08/01/2016), Status (New), and Follow-On Documents (Purchase Order Response, Confirmation, Invoice). A yellow box contains the instruction: "1. Select ‘Process’ to prepare Acknowledgment of the PO or change". Under Item Overview, there's a table with columns: Number, CLIN, SLIN, ACRN, Status, Product, Short Text, PO Quantity, Purchase Order V..., Confirmed Quantity, Required on, and Confirmed for. The table lists items 1, 1.1, 2, and 2.1. A yellow box contains the note: "NOTE: ‘Process’ button will only appear for a new or changed PO Must acknowledge (or reject) before can create confirmation". The Partner Information table shows details for Sold-to Party (259, UNITED STATE) and Ship-to Address (259, 384 TC TM REAR HD, BLDG 1610 PATCH ROAD, 23604-5000, FORT EUSTIS).

| Number | CLIN | SLIN | ACRN | Status | Product | Short Text | PO Quantity | Purchase Order V... | Confirmed Quantity | Required on | Confirmed for |
|--------|------|------|------|------------|----------|-----------------------|---------------|---------------------|--------------------|-------------|---------------|
| 1 | 0001 | AA | AA | In Process | Mowing | 1.000 Activ.unit | 50,000.00 USD | 0.000 Activ.unit | 09/19/2016 | | |
| 1.1 | 0001 | AA | AA | In Process | Mowing | 5,000 Acre | 50,000.00 USD | 0 Acre | | | |
| 2 | 0002 | AB | AA | In Process | Trimming | 1,000 Activ.unit | 30,000.00 USD | 0.000 Activ.unit | 09/19/2016 | | |
| 2.1 | 0002 | AB | AA | In Process | Trimming | 30,000.000 Activ.unit | 30,000.00 USD | 0.000 Activ.unit | | | |

Basic (or header) data is shown with item information of awarded contract

Communication and Collaboration

Attachments

[Add Attachment](#)

No Attachments Available

General Information

Basic Data

| | |
|--------------------|---------------|
| Purchase Order ID: | 4550000601 |
| Number: | 1000001191 |
| Name: | W37HES16C0325 |
| Date: | 08/01/2016 |
| Status: | In Process |

Follow-On Documents:



Terms of Payment

| | |
|-----------------|---------------|
| Payment in Days | Discount in % |
|-----------------|---------------|

30

Terms of Delivery

| | |
|----------|----------|
| Incoterm | Location |
|----------|----------|

Item Overview

[Confirm All Items](#) [Reject All Items](#) [Reset All Items](#) [Expand All](#) [Collapse All](#)

| | Number | CLIN | SLIN | ACRN | | | Status | Product | Short Text | PO Quantity | Purchase Or... | Confirmed Q... | Unit of Measure | Required on | Confirmed for |
|--------------------------------|--------|------|------|------|--|--|------------|----------|------------------|---------------|----------------|----------------|-----------------|-------------|---------------|
| ▼ | 1 | 0001 | AA | AA | | | In Process | Mowing | 1.000 Activ.unit | 50,000.00 USD | 1,000 | | Activ.unit | | 09/19/2016 |
| ↳ | 1.1 | 0001 | AA | AA | | | In Process | Mowing | 5,000 Acre | 50,000.00 USD | 5,000 | | Acre | | |
| ▼ | 2 | 0002 | AB | AA | | | In Process | Trimming | 1.000 Activ.unit | 30,000.00 USD | 1,000 | | Activ.unit | | 09/19/2016 |
| ↳ | 2.1 | 0002 | AB | AA | | | In Process | Trimming | 30,000,000 Activ | 30,000.00 USD | 30,000,000 | | Activ.unit | | |
| Net Value (Unconfirmed Items) | | | | | | | | | | | | | | | |
| Net Value (Confirmed Items) | | | | | | | | | | | | | | | |
| Net Value (Total of all Items) | | | | | | | | | | | | | | | |
| 80,000.00 USD | | | | | | | | | | | | | | | |
| 0.00 USD | | | | | | | | | | | | | | | |
| 80,000.00 USD | | | | | | | | | | | | | | | |

Partner Information

| Partner | Number | Name | Street | House Number | PostCode | City | Telephone | Fax | E-mail |
|-----------------|--------|-------------------|-----------------------|--------------|------------|-------------|-----------|-----|--------|
| Sold-to Party | 259 | UNITED STATE | | | | | | | |
| Ship-To Address | 259 | 384 TC TM REAR HD | BLDG 1610 PATCH RO... | | 23604-5000 | FORT EUSTIS | | | |

- PO will show 2 lines for each service CLIN with unit of measure AU (activity unit) and amount
- Review PO CLIN data to make sure amount matches award

NOTE: Any errors on PO data should be reported to Contracting Officer for review. If any lines exist that are already fully invoiced, select “**Reject**” for those only and “**Send**”. If all lines are open and correct, select “**Confirm all items**”

Purchase Order: 4550000601

| |

Communication and Collaboration

Attachments

No Attachments Available

General Information

Basic Data

| | |
|--------------------|---------------|
| Purchase Order ID: | 4550000601 |
| Number: | 1000001191 |
| Name: | W37HES16C0325 |
| Date: | 08/01/2016 |
| Status: | In Process |

Follow-On Documents:

```

graph LR
    A[1 Purchase Order Response] --> B[2 Confirmation]
    B --> C[3 Invoice]
  
```

Terms of Payment

| | |
|-----------------|---------------|
| Payment in Days | Discount in % |
| 30 | |

Terms of Delivery

| | |
|----------|----------|
| Incoterm | Location |
|----------|----------|

Item Overview

|

| | Number | CLIN | SLIN | ACRN | | | Status | Product | Short Text | PO Quantity | Purchase Or... | Confirmed Q... | Unit of Measure | Required on | Confirmed for |
|----|--------|------|------|------|--|--|-----------|---------|------------|------------------|----------------|----------------|-----------------|-------------|---------------|
| ▼ | 1 | 0001 | AA | AA | | | Confirmed | | Mowing | 1.000 Activ.unit | 50,000.00 USD | 1,000 | Activ.unit | | 09/19/2016 |
| L_ | 1.1 | 0001 | AA | AA | | | Confirmed | | Mowing | 5,000 Acre | 50,000.00 USD | 5,000 | Acre | | |
| ▼ | 2 | 0002 | AB | AA | | | Confirmed | | Trimming | 1,000 Activ.unit | 30,000.00 USD | 1,000 | Activ.unit | | 09/19/2016 |
| L_ | 2.1 | 0002 | AB | AA | | | Confirmed | | Trimming | 30,000.000 Activ | 30,000.00 USD | 30,000.000 | Activ.unit | | |

Net Value (Unconfirmed Items) 80,000.00 USD
Net Value (Confirmed Items) 0.00 USD
Net Value (Total of all Items) 80,000.00 USD

Partner Information

| Partner | Number | Name | Street | House Number | PostCode | City | Telephone | Fax | E-mail |
|-----------------|--------|-------------------|-----------------------|--------------|------------|-------------|-----------|-----|--------|
| Sold-to Party | 259 | UNITED STATE | | | | | | | |
| Ship-To Address | 259 | 384 TC TM REAR HD | BLDG 1610 PATCH RO... | | 23604-5000 | FORT EUSTIS | | | |

Status will update to “Confirmed”
Select “Send” to submit

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order

Info: Your changes have been adopted successfully

Purchase Order: 4550000601

Create Confirmation | Display History | Display Document Flow | Print | Download

Communication and Collaboration

General Information

Basic Data

| | |
|--------------------|---------------|
| Purchase Order ID: | 4550000601 |
| Number: | 1000001191 |
| Name: | W37HES16C0325 |
| Date: | 08/01/2016 |
| Status: | Confirmed |

Follow-On Documents:

1 Purchase Order Response 2 Confirmation 3 Invoice

Terms of Payment

| | |
|-----------------|---------------|
| Payment in Days | Discount in % |
| 30 | |

Terms of Delivery

| | |
|----------|----------|
| Incoterm | Location |
|----------|----------|

Item Overview

Expand All | Collapse All

| | Number | CLIN | SLIN | ACRN | Status | Product | Short Text | PO Quantity | Purchase Order ... | Confirmed Quantity | Required on | Confirmed for | |
|----|--------|------|------|------|-----------|----------|-----------------------|---------------|-----------------------|--------------------|-------------|--------------------------------|---------------|
| ▼ | 1 | 0001 | AA | AA | Confirmed | Mowing | 1.000 Activ.unit | 50.000,00 USD | 1.000 Activ.unit | 09/19/2016 | 09/19/2016 | | |
| L_ | 1.1 | 0001 | AA | AA | Confirmed | Mowing | 5,000 Acre | 50.000,00 USD | 5,000 Acre | | | | |
| ▼ | 2 | 0002 | AB | AA | Confirmed | Trimming | 1.000 Activ.unit | 30.000,00 USD | 1.000 Activ.unit | 09/19/2016 | 09/19/2016 | | |
| L_ | 2.1 | 0002 | AB | AA | Confirmed | Trimming | 30,000,000 Activ.unit | 30,000,00 USD | 30,000,000 Activ.unit | | | | |
| | | | | | | | | | | | | Net Value (Unconfirmed Items) | 0,00 USD |
| | | | | | | | | | | | | Net Value (Confirmed Items) | 80,000,00 USD |
| | | | | | | | | | | | | Net Value (Total of all Items) | 80,000,00 USD |

Partner Information

| Partner | Number | Name | Street | House Number | PostCode | City | Telephone | Fax | E-mail |
|-----------------|--------|-------------------|-----------------------|--------------|------------|-------------|-----------|-----|--------|
| Sold-to Party | 259 | UNITED STATE | | | | | | | |
| Ship-To Address | 259 | 384 TC TM REAR HD | BLDG 1610 PATCH RO... | | 23604-5000 | FORT EUSTIS | | | |

Message returned and shown at the top of page to indicate a successful posting

2. Now able to select “**Create Confirmation**” to notify acceptor of services performed (similar to WAWF Receiving Report)

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Process Confirmation

Confirmation: 4000002320

Confirm

Communication and Collaboration

General Information

| | | | |
|---------------------|-------------------|----------------------------|--|
| Basic Data | | Service Information | |
| Confirmation: | 4000002320 | Service Agent Name: | |
| Name: | W37HES16D04112016 | Service Location: | |
| Date: | 08/02/2016 | | |
| Purchase Order No.: | 4550000437 | | |
| Status: | Created | | |

Item Overview

| | Number | CLIN | SLIN | ACRN | Status | Product | Product Type | Line Type | Description | Quantity | Unit of Mea... | Quantity Or... | Open | Net Value | | Item Select... |
|-----|--------|------|------|------------|--------|---------|---------------|--------------|--------------|------------|-----------------|-----------------|---------------------------------------|---------------------------------------|-------------------------------------|----------------|
| 1 | 0002 | BC | BB | In Process | | | | | 160411 SU... | | | 0.00 USD | <input type="button" value="Delete"/> | <input type="checkbox"/> | | |
| 1.1 | 0002 | BC | BB | In Process | | Service | Standard Line | 160411 SU... | | Activ unit | 1,500.000 Activ | 1,497.000 Activ | 0.00 USD | <input type="button" value="Delete"/> | <input checked="" type="checkbox"/> | |

Net Value 0.00 USD

Partner Information

| | | | | |
|-----------------|--------|---------------------|---------------------|--------------|
| Partner | Number | Name | Street | House Number |
| Sold-to Party | 259 | UNITED STATE | | |
| Ship-To Address | 259 | 8 PO BN B CO ABN... | BLDG J 2050 COOK ST | |

- Confirmation defaults to Quantity blank.
- In “**Quantity**” field, enter the **amount** of the service performed for each Contract CLIN / SLIN
- NOTE:** Common error to enter “1 Activity unit” which is only for \$1.00.
- The “**Propose Outstanding Quantities**” button will populate selected line items with all Quantity that has not yet been delivered.
- NOTE:** if calculated open amount is incorrect, contact COR/Acceptor

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Process Confirmation

Confirmation: 4000002323

Confirm

Communication and Collaboration

General Information

| | |
|---------------------|-------------------|
| Basic Data | |
| Confirmation: | 4000002323 |
| Name: | W37HES16D04112016 |
| Date: | 08/02/2016 |
| Purchase Order No.: | 4550000437 |
| Status: | Created |

Item Overview

| | Number | CLIN | SLIN | ACRN | Status | Product | Product Type | Line Type | Description | Quantity | Unit of Meas... | Quantity Or... | Open | Net Value | | Item Selection |
|-----|--------|------|------|------------|--------|---------|---------------|--------------|--------------|------------|-----------------|-----------------|---------------------------------------|---------------------------------------|--------------------------|----------------|
| 1 | 0002 | BC | BB | In Process | | | | | 160411 SU... | | | 0.00 USD | <input type="button" value="Delete"/> | <input type="checkbox"/> | | |
| 1.1 | 0002 | BC | BB | In Process | | Service | Standard Line | 160411 SU... | 500 | Activ unit | 1,500.000 Activ | 1,497.000 Activ | 0.00 USD | <input type="button" value="Delete"/> | <input type="checkbox"/> | |

Net Value 0.00 USD

Partner Information

| | | | | | | | | | |
|-----------------|--------|----------------------|---------------------|--------------|------------|----------|-----------|-----|--------|
| Partner | Number | Name | Street | House Number | PostCode | City | Telephone | Fax | E-mail |
| Sold-to Party | 259 | UNITED STATE | | | | | | | |
| Ship-To Address | 259 | 8 PO BN B CO ABN ... | BLDG J 2050 COOK ST | | 28310-5000 | FT BRAGG | | | |

Message displayed at the top stating the confirmation completed successfully.

NOTE: Yellow warning messages are informational and can be ignored.

Now ready to “Create Invoice” from the Confirmation

The screenshot shows a SAP Fiori application interface. At the top, there is a breadcrumb navigation: Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Confirmation. A yellow message bar at the top left says "Info: Your changes have been adopted successfully". Below the message, the confirmation number is shown as 4000002323. A red box highlights the "Create Invoice" button in the toolbar. The main content area has tabs for "General Information", "Item Overview", and "Partner Information". Under "General Information", there are sections for "Basic Data" and "Service Information". In "Basic Data", fields include Confirmation: 4000002323, Name: W37HES16D04112016, Date: 08/02/2016, Purchase Order No.: 4550000437, and Status: Accepted by Customer. In "Service Information", fields include Service Agent Name and Service Location. Under "Item Overview", there is a table with columns: Number, CLIN, SLIN, ACRN, Status, Product, Product Type, Line Type, Description, Quantity, Quantity Ordered, Open, and Net Value. The table shows two items: one with Status: Accepted and another with Status: Accepted. The "Quantity" column for the second item is highlighted in yellow. Under "Partner Information", there is a table with columns: Partner, Number, Name, Street, House Number, PostCode, City, Telephone, Fax, and E-mail. The "Name" column for the first row contains "UNITED STATE".

NOTE: **DO NOT** change quantities on invoice since it must match Confirmation for payment certification.

If incorrect, “Cancel” before sending invoice, then go back and “Cancel Confirmation”.

Create a new SC for the corrected quantity delivered, then submit a

Process Invoice: 5000000931

[Send](#) | [Save](#) | [Cancel](#) | [Update Prices](#) | [Print](#) | [Download](#)

Communication and Collaboration

Message to Purchaser

A system generated number is assigned to the invoice –

It may be changed to an internal vendor reference number to help recognize your payment.
This number will be provided on the payment addenda record.

General Information

Basic Data

Number:
Name:
Date:
External Reference No.:
Status:

08/02/2010
4550000437
In Process
Unplanned Delivery Costs: 0.00 USD

Discount in %
0.000
0.000

Purchasing Vendor
SUSQ0411

Invoicing Party
SUSQ0411

Item Overview

| Number | CLIN | SLIN | ACRN | Product Type | Product | Description | Quantity | Unit of Measure | Net Value | Tax | External Referen... | Purchase Order I... | |
|--------|------|------|------|--------------|---------|-------------------|----------|-----------------|------------|------------|---|--|--|
| 10 | 0002 | BC | BB | | | 160411 SUS Ser... | 1.000 | Activ unit | 500.00 USD | Tax Exempt | 4550000437 | 0000000020 | |
| | | | | | | | | | | | Net Value Unplanned Delivery Costs Tax Gross Price | 500.00 USD 0.00 USD 0.00 USD 500.00 USD | |

Partner Information

| Partner | Number | Name | Street | House Number | PostCode | City | Telephone | Fax | E-mail |
|-----------------|--------|-----------------------|---------------------|--------------|------------|----------|-----------|-----|--------|
| Sold-to Party | 259 | UNITED STATE | | | | | | | |
| Ship-To Address | 259 | 0008 PO BN B CO AB... | BLDG J 2050 COOK ST | | 28310-5000 | FT BRAGG | | | |

Invoice is prepopulated with amount submitted on Service Confirmation (SC).

DO NOT change amount on invoice since it must match SC for payment certification.

If incorrect, “Cancel” before sending invoice, then go back and “Cancel”

Info: Your changes have been adopted successfully

Display Invoice: 5000000931

Set Status | Copy | Create Credit Memo | Display Document Flow | Print | Download

Communication and Collaboration

General Information

Basic Data

Number: 5000000931
Name: W37HES16D04112016
Date: 08/02/2016
External Reference No.: 4560000437
Status: Document Sent
Status (New): Accepted by Customer
Unplanned Delivery Costs: 0.00 USD

Purchasing Vendor

SUSQ0411

Invoicing Party

SUSQ0411

Message Invoice successfully processed

Acceptor is notified of confirmation submitted Acceptor has 7 days to accept or reject

Once confirmation accepted, scroll down in SUS Display Invoice to **“Check Payment Status”**

| Date | Invoiced Amount | Paid Amount | ECC FI Document | Invoice Pymt Status | Check/EFT Date | Check/EFT # | Replacement Date | Replacement Chk No |
|--|-----------------|-------------|-----------------|---------------------|----------------|-------------|------------------|--------------------|
| | | | | | | | | |
|  Payment may not yet have been made | | | | | | | | |

Invoice submission complete.

Optional:

Scroll down in SUS Display Invoice to “**Check**

Invoice will show “**Submitted**” with GFEBS document number for verification WAWF vendor folder is also updated hourly

Wide Area Workflow 5.2

User ID : TESTVENDOR2

[Printer Friendly](#)

User Vendor Documentation Lookup Logout

Vendor Documents from Active Folder for '0L524' (2 items, sorted by Contract Number)

| Item | System | Type | Vendor (Payee) | DUNS | DUNS+4 | Ext | Contract Number▲ | Delivery Order | Shipment Number | Submitted | Shipped | Accepted | Status | Purg |
|------|----------|------------------|----------------|-----------|--------|-----|------------------|----------------|-----------------|------------|------------|----------|--------|-----------|
| 1 | GFEBSP2P | Invoice | 0L524 | 555905108 | | | W9124712P0091 | | | | | | | |
| 2 | GFEBSP2P | Receiving Report | 0L524 | 555905108 | | | W9124712P0091 | | 3000000126 | 2012-03-05 | 2012-03-05 | | | Submitted |

Scroll to the right

| Invoice Number | Submitted | Received | Status | Purge | Recall | Void | Amount |
|----------------|-----------|------------|-----------|-------|--------|------|------------|
| CAGE-12345 | | 2012-03-05 | Processed | | | | \$2,485.95 |

After certified for payment and disbursed, SUS Display Invoice status is “**PAID**” with date and EFT payment reference/TRACE number.

Purchase Order

Search

[Advanced Search](#)

Optional Steps:



All Purchase Orders
New (0)
In Process (0)
Confirmed



All Sched.Agreemt Releases
New (0)
In Process (0)



All ASNs
Create



All Confirmations
Accepted
Partially Accepted
Rejected



All Goods Receipts
All Canceled Goods Receipts
All Return Deliveries



All Invoices and Credit Memos
Accepted
Rejected
Create

Select “**Home**”
Select “**All Purchase Orders**” or “**All Invoices**”
to view a listing

Optional: Select “Display Document Flow” to view listing of all posted documents tied to Purchase Order

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Confirmation > Display Invoice

Info: Your changes have been adopted successfully

Display Invoice: 5000000931

Set Status | Copy | Create Credit Memo | **Display Document Flow** | Print | Download

Communication and Collaboration

General Information

| Basic Data | | Terms of Payment | |
|---------------------------|----------------------|------------------|---------------|
| Number: | 5000000931 | Payment in Days | Discount in % |
| Name: | W37HES16D04112016 | 30 | 0.00 |
| Date: | 08/02/2016 | 0 | 0.00 |
| External Reference No.: | 4550000437 | 0 | |
| Status: | Document Sent | | |
| Status (New): | Accepted by Customer | | |
| Unplanned Delivery Costs: | 0.00 USD | | |

| Purchasing Vendor | Invoicing Party |
|-------------------|-----------------|
| SUSQ0411 | SUSQ0411 |

Supplier Self-Services

Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow

Document Flow

Back

| Document Type | Number | Document Name | Document Date | Status | Total Value |
|-----------------|------------|-------------------|---------------|----------------------|--------------|
| Purchase Order | 1000000971 | W37HES16D04112016 | 04/11/2016 | Confirmed | 1,516.65 USD |
| Shipping Notif. | 3000000731 | W37HES16D04112016 | 04/11/2016 | Sent | 0.00 |
| Invoice | 5000000791 | W37HES16D04112016 | 04/11/2016 | Document Sent | 1.11 USD |
| Confirmation | 4000002171 | W37HES16D04112016 | 04/11/2016 | Accepted by Customer | 3.00 USD |
| Invoice | 5000000792 | W37HES16D04112016 | 04/11/2016 | Document Sent | 3.00 USD |
| Goods Receipt | 4000002172 | W37HES16D04112016 | 04/11/2016 | New | 1.11 USD |
| Shipping Notif. | 3000000942 | W37HES16D04112016 | 08/02/2016 | Sent | 0.00 |
| Invoice | 5000000930 | W37HES16D04112016 | 08/02/2016 | Document Sent | 4.44 USD |

Optional: Select “Print” to view/save a PDF of your shipping document or invoice

The screenshot shows the SAP Supplier Self-Services interface. At the top, there's a navigation bar with links like Home, Find, Help, FAQ, and Log off. Below it, a breadcrumb trail shows the path: Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow > Display ASN. The main title is "Display ASN: 3000000942". Below the title, there are several buttons: Create Invoice, Copy, Display Document Flow, Print (which is highlighted with a red box), and Download. A "General Information" section contains "Basic Data" and "Delivery Information" tables. Under "Item Overview", there's a table with columns: Number, CLIN, SLIN, ACRN, Product, Description, Quantity, Purchase Order No., and Purchase Order Item. The data shows one item: Number 10, CLIN 0001, SLIN AB, ACRN AA, Product 160411 SUS Item, Quantity 4 each, Purchase Order No. 4550000437, and Purchase Order Item 10. The "Partner Information" section shows two rows: Sold-to Party (259, UNITED STATE) and Ship-To Address (259, 8 PO BN B CO ABN P... BLDG J 2050 COOK ST, 28310-5000, FT BRAGG).



The screenshot shows a Windows File Explorer window titled "susdoc". The address bar indicates the file was saved to "Temporary Internet Files \ Content.IE5 \ TVAKNSIO \ susdoc". The search bar contains "Search susdoc". The main area shows a list of files. The first file is "ASN_3000000942", which is an Adobe Acrobat Document (4 KB, No password). The sidebar includes "Favorites" with "Desktop" and "Downloads" listed.



Supplier Inc.
5555 Kingstowne Village Parkway
ALEXANDRIA VA 12345
USA

Shipping notification

Information

Description: W37HES16D04112016
Shipping notification number: 3000000942
Date: 08/02/2016
Contact person: Supplier Inc.
Telephone: 123-123-5678
Fax:
E-mail: supplier@mail.mil

Ship-to address
UNITED STATE
0000000259
USA

Example PDF ASN

Delivery information

| Bill of lading | Means of transport | Transport ID |
|----------------|--------------------|--------------|
| 08/02/2016 | 08:00:00 | 08/02/2016 |

Shipping notification details

| Item | Product number | Description | Product type | Revision level | Quantity | Unit |
|------|-----------------------|----------------------|--------------|----------------|----------|------|
| | Order number/item | Supplier product no. | | | | |
| 10 | 160411 SUS Item | Material | | 4 | EA | |
| | 4550000437/0000000010 | | | | | |

Vendor System Requirements

- **Internet Access**
- **WAWF user id**
 - **ID assigned to CAGE code for contract award**
 - **Pay Office on contract is assigned HQ0678 for Army GFEBS SUS**
 - Will route user to GFEBS SUS vendor portal
- **Internet Explorer**
 - **Under Tools > Compatibility View Settings**
 - Must add "Army.mil"

SUS Support Contact Information

For Technical SUS help, the GFEBS Helpdesk may be contacted via e-mail at army.gfebs.helpdesk@mail.mil or by phone 866-757-9771.

Second contact SUS Pilot Support team at
usarmy.pentagon.hqda-asa-fm.mbx.sus@mail.mil

WAWF Notification & Vendor Folder updated

Within approximately 1 hour, should receive E-Mail from WAWF providing Confirmation #

From: RA2NOREPLY@ecedi.nit.disa.mil [RA2NOREPLY@ecedi.nit.disa.mil]

Sent: Tuesday, March 06, 2012 12:59 PM

To:

Subject: W9124712P0092\4YQA3\RR\4000000233\GFEBSP2P\Accepted

Action System: GFEBSP2P

Document Type: Receiving Report

Acceptance Date: 2012-03-06T00:00:00.000 0000

Processed Date:

Contract Number: W9124712P0092

Delivery Order:

Vendor CAGE\Ext: 4YQA3

Shipment Number: 4000000233

Shipment Date:

Invoice Number:

Invoice Date:

Has been Accepted on . Status is Accepted.

Thank you for your prompt attention.

Access the site at <https://python.nit.disa.mil>

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

E-Mail from WAWF to vendor showing Invoice Posted in WAWF History

From: RA2NOREPLY@ecedi.nit.disa.mil [RA2NOREPLY@ecedi.nit.disa.mil]

Sent: Tuesday, March 06, 2012 3:21 PM

To:

Subject: W9124712P0092\4YQA3\CI\5000000100\GFEBSP2P\Processed

Action System: GFEBSP2P

Document Type: Invoice

Acceptance Date:

Processed Date:

Contract Number: W9124712P0092

Delivery Order:

Vendor CAGE\Ext: 4YQA3

Shipment Number:

Shipment Date:

Invoice Number: CAGE-
123456

Invoice Date: 2012-03-06

Has been Processed on . Status is Processed.

Thank you for your prompt attention.

Access the site at <https://python.nit.disa.mil>

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

Wide Area Workflow 5.2

User

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)

Vendor Documents from Active Folder for '4YQA3' (2 items, sorted by Contract Number)

| Item | System | Type | Vendor (Payee) | DUNS | DUNS+4 | Ext | Contract Number▲ | Delivery Order | Shipment Number | Submitted | Shipped | Accepted | Status | Purge | Recall | Void | Pack/Transportation | Invoice Number | Submitted | Received | Status |
|------|----------|------------------|----------------|-----------|--------|-----|-------------------------------|----------------|----------------------------|------------|---------|-----------|--------|-------|--------|------|----------------------------|----------------|-----------|------------|-----------|
| 1 | GFEBSP2P | Invoice | 4YQA3 | 809144996 | | | W9124712P0092 | | | | | | | | | | 5000000100 | | | 2012-03-06 | Processed |
| 2 | GFEBSP2P | Receiving Report | 4YQA3 | 809144996 | | | W9124712P0092 | | 4000000233 | 2012-03-06 | | Submitted | | | | | | | | | |

WAWF History shows Receiving Report for Confirmation and Invoice

Wide Area Workflow 5.2

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)

Vendor Documents from Active Folder for '4YQA3' (1 items, sorted by Contract Number)

| Item | System | Type | Vendor (Payee) | DUNS | DUNS+4 | Ext | Contract Number▲ | Delivery Order | Shipment Number | Submitted | Shipped | Accepted | Status |
|------|----------|------------------|----------------|-----------|--------|-----|-------------------------------|----------------|----------------------------|------------|---------|----------|---------------------|
| 1 | GFEBSP2P | Receiving Report | 4YQA3 | 809144996 | | | W9124712P0092 | | 4000000233 | 2012-03-06 | | | 2012-03-06 Accepted |

WAWF Receiving Report status updated "Accepted" when Acceptor posts in GFEBS WAWF Invoice status updated to "Processed" when posts in GFEBS